

National Aeronautics and
Space Administration
Lyndon B. Johnson Space Center
2101 NASA Road 1
Houston, Texas 77058-3696



February 13, 2006

Reply to Attn of: LF251-06-19

TO: NASA Change of Station Employees

FROM: NASA Centralized Travel Office (CTO)

SUBJECT: Transition of Duties to the NASA Shared Services Center (NSSC)

This is just a reminder that the Centralized Travel Office (CTO) functions will be transitioning to the NSSC effective March 1, 2006.

CTO will be processing Change of Station vouchers received on or before February 16. Vouchers received after February 16 will be transitioned to the NSSC.

If you have an outstanding voucher, please submit it to the CTO by February 16. If your only outstanding voucher is for Relocation Income Tax Allowance (RITA), the NSSC Travel Office will be contacting you to submit the required documentation once they receive the RITA program from the General Services Administration.

If you have any questions on how to file a Change of Station Voucher prior to February 16, the CTO points of contact are located at <http://cfo.jsc.nasa.gov/CTO/pcs.htm>. If you are unable to access the website, please contact Gwen Obert at 281-483-5805 or Nancy Porter at 281-244-9564.

Beginning on March 1, employees should fax Change of Station vouchers to the NSSC. The fax number for receiving vouchers is 1-866-779-NSSC. Employees may receive assistance on Change of Station activities by contacting the NSSC at 1-877-NSSC123 (1-877-677-2123).

original signed by

June A. Boeckel